

## Steps for Preparing a No Active Contract Form FHWA 1391

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No Active Contract - No employees worked the last full week of July on the project. A Form FHWA 1391 must be submitted for each of the contracts listed in the letter received from the Affirmative Action Program.

Review the letter to see which contract(s) require a Form FHWA 1391.

Type in the internet web browser-<http://www.tn.gov/tdot/topic/affirmative-action>.

The Reporting Requirements are located toward the bottom of the page. Select FHWA 1391 Annual EEO report.

To Complete Form FHWA 1391 - do the following:

Box 1-Select Contractor or Subcontractor

Box 2-Enter Company Name

Box 3-Enter the Contract Number listed on the letter; Type in **NO ACTIVE CONTRACT**

Box 4-Leave Blank

Box 5-Enter the County Location of the project

Section A-Leave Blank-Do not enter any information

Box 8-Enter in your name (it will be sufficient as your signature)

Box 9-Enter date

Save the file as an Excel file **and email it to** [AA.CC@TN.gov](mailto:AA.CC@TN.gov). The reports are due back no later than August 14.

All prime and subcontractors who do not submit a Form FHWA 1391 for each Contract listed in the letter may have current estimates withheld.